

**BOARD OF EDUCATION**  
**Ellington, Connecticut**  
**Communications Committee Meeting Minutes**

The Communications Committee of the Ellington Board of Education met on Wednesday, August 17, 2011 in the School Administration Building.

**Attendees:**

*Administrative Team Members:* Dr. Erin McGurk, Mr. Stephen Cullinan (arrived 2:00 PM)

*Board of Education Committee Members:* Ms. Tracey Kiff-Judson, Mr. Dan Keune, Mr. James Stoughton

*Prospective Committee Member:* Andrew McNaman

*Absent Committee Members:* Ms. Allison Wilkins, Mr. David Pearson, Ms. Kristen Picard-Wambolt

**Call to Order:** The meeting was called to order at 1:00 PM by Ms. Kiff-Judson.

**Agenda Items**

- **Review Summary of Communications Survey**
  - The group reviewed and revised the summary of results from the survey sent via School Messenger.
  - Ms. Kiff-Judson will provide a copy of the revised results to Dr. McGurk for publication on the district website.
- **Discuss Community-wide Survey**
  - The committee reviewed format for town-wide version of the survey and revised the wording on several questions.
  - Ms. Kiff-Judson will ask Karen Nigro to revise the survey by approximately September 9.
  - Mr. Keune will follow up with Maurice Blanchette to see if there is a townwide messenger service.
- **Review Communications Timeline for Building Project**
  - The group reviewed the first draft of the communications timeline for the upcoming building project and made modifications.
  - Committee members will review the timeline and consider other additions.
- **Old Business**
  - Mr. Keune discussed organization of a Political Action Committee.
- **New Business**
  - Howard Friedman sent an entry form for the “36<sup>th</sup> Annual Awards of Excellence for Educational Communications Contest” to the Communications Committee for consideration.
  - The Committee felt after the school building project progresses or after the school website is published, we might have an opportunity to enter a submission in the coming year.

**Next Meeting and Adjournment**

- The group scheduled regular meetings for the coming year on September 1<sup>st</sup> and subsequent meetings on the first and third Thursdays of each month at 1:00 PM.
- A motion was made by Mr. Keune. James Stoughton seconded the motion. The motion passed, and the meeting adjourned at 2:22 PM.
- The next meeting is Thursday, September 1 in Administration Building at 1:00 PM.

**Minutes submitted by:** \_\_\_\_\_  
Tracey Kiff-Judson, Communications Committee Chairperson